Frequently Asked Questions

<u>Clearinghouse Overview</u>:

❖ **Established:** 1987 by G.S. 125-11

❖ **Purpose:** Enable citizens throughout North Carolina to have timely and easy access to current and historical publications of North Carolina's state government.

<u>It's the Law: G.S. 125-11</u>:

❖ The statute provides that "state agencies shall send the requested number of copies of each of their publications to the Clearinghouse within 10 days of issuance"

❖ State agencies send documents to the N.C. State Publications Clearinghouse

❖ Clearinghouse staff receives, catalogs, processes, and distributes documents to depository libraries through the state of North Carolina

❖ State Library of N.C. established at the official, complete, and permanent depository for all state publications

❖ Agency participation is *essential* to the success of the whole depository system

<u>State Publications: what are they and what qualifies?</u>

❖ **State Publication:** any document prepared by a state agency or private organization, consultant, or research firm, under contract or under the supervision of a state agency

❖ <u>For all agencies</u>, these items are ***not included***:
  ➢ Administrative documents used only within issuing agency
  ➢ Internal training materials
  ➢ Budget contracts
  ➢ Time-sensitive materials that will be out-of-date within 3 months
  ➢ News releases
  ➢ Forms

❖ <u>For colleges and universities</u>, these items are ***not included***:
  ➢ Applications and Recruitment material
  ➢ Publications geared for parents of students only (but alumni publications ***are included***)
  ➢ Schedules of courses (but catalogs and handbooks ***are included***)
  ➢ Conference brochures and pamphlets (but art and museum catalogs ***are included***)

❖ **Not Sure?** Contact the State Publications Clearinghouse (919/807-7435 or slnc.digitaldocs@ncdcr.gov) or send us a sample and we will let you know. We can also make a visit to your office to discuss your publications and answer questions. If you would like to set up a meeting, please contact the Clearinghouse Coordinator, Jennifer Davison (919/807-7442 or Jennifer.davison@ncdcr.gov).

Procedures for Deposit: how do I send publications?
Address:

> State Publications Clearinghouse
> State Library of North Carolina
> 4643 Mail Service Center
> Raleigh, NC 27699-4643
> Courier No. 52-31-33

❖ Two forms are needed with each title in a shipment (links in "Resources Available")
> ➢ Publications Transmittal Form – method of recording keeping and to confirm we receive what we are supposed to receive
> ➢ Copyright Release Form – Needed only if the publication has an explicit copyright statement or copyright symbol (©), this allows us to digitize or microfiche the publication

❖ Number of Copies to send:
> ➢ For profit item: 5
> ➢ Not for profit: 10

Clearinghouse Processing: why do I need to send so many copies?
❖ 2 copies are added to the **State Library permanent collection**

❖ 2 copies sent to **Library of Congress** in compliance of their federal law that requires 2 copies of *all* publications to be sent to them (you do not need to send copies yourself)

❖ 1 copy used to create **microfiche version** *or* **digital version** of publication

❖ Addition copies of both paper and microfiche are sent to **depository libraries** around NC

❖ Title added to *Checklist of Official North Carolina State Publications*

What Are the Advantages of Participation?
❖ **Complete set** of publications located at the State Library of North Carolina

> ➢ Send your reference questions to us!
> ➢ Maintain comprehensive collection for agencies
> ➢ Preservation copy for future use

❖ Publications are available around the state of North Carolina and beyond.

❖ Publications are sent to the Library of Congress so they may be used by North Carolina Congressional delegation.

❖ Publications will appear in the *Checklist of Official North Carolina State Publications* and in OCLC to provide publicity for publications and programs and enhance access.

What About Digital Documents?

❖ Even if you don't print it, you still need to submit it.

❖ Copies of digital documents can be sent to slnc.digitaldocs@ncdcr.gov. Please be sure to fill out a copy of the Transmittal Form for each digital document sent and attach it to the email. You only need to submit one electronic copy of your digital publication.

❖ You may submit both paper and electronic copies of your publications to us. Our paper depositories still want to receive paper copies.

❖ If it's more convenient, you may also burn your files to a CD or save them to a flash drive and mail them to us.

❖ You may view digital publications in our State Publications Collection at: http://statelibrary.ncdcr.gov/govdocs/cdm/index.html

Resources Available:

❖ **Clearinghouse website**: http://statelibrary.ncdcr.gov/govdocs/clearinghouse.html

❖ **G.S. 125-11:**
http://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_125/Article_1A.pdf

❖ *Handbook for State Agencies:* http://statelibrary.ncdcr.gov/govdocs/clearinghouse/Agency Handbook.pdf

❖ **Publications Transmittal Form (PDF format):**
http://statelibrary.ncdcr.gov/govdocs/clearinghouse/PublicationsTransmittalForm.pdf

❖ **Publications Transmittal Form (WORD format):**
http://statelibrary.ncdcr.gov/govdocs/clearinghouse/PublicationsTransmittalForm.doc

❖ **Copyright Release Form (PDF format):** http://statelibrary.ncdcr.gov/govdocs/clearinghouse/ copyright form.pdf

❖ **Copyright Release Form (WORD format):**
http://statelibrary.ncdcr.gov/govdocs/clearinghouse/ copyright form.doc

❖ **N.C. State Publications Collection of Digital Documents:**
http://statelibrary.ncdcr.gov/govdocs/cdm/index.html

❖ **Access to State Government Information initiative:** http://statelibrary.ncdcr.gov/digidocs/

❖ **Digital Information Management Program:** http://statelibrary.ncdcr.gov/dimp/index.html